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DIRECTOR'S OFFICE
DEPT. OF
TRANSPORTATION

Nov 8 8 26 AM '01

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GOVERNOR

**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES**

P.O. BOX 119
HONOLULU, HAWAII 96810-0119

WAYNE H. KIMURA
COMPTROLLER

MARY ALICE EVANS
DEPUTY COMPTROLLER

NOV 7 2001

COMPTROLLER'S MEMORANDUM NO. 2001-28

TO: Heads of Departments

ATTN: Payroll Offices

SUBJECT: Payroll Change Schedule Due Dates for Calendar Year 2002

The attached "Payroll Change Schedule Due Dates for Calendar Year 2002" lists the submittal deadlines for payroll change schedules of each payroll period. The attached "schedule" should be closely followed.

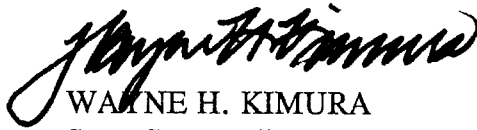
Submittal deadlines to DAGS Central Payroll are as follows:

<u>Type of Payroll Change Schedule</u>	<u>Submittal Deadline to DAGS Central Payroll</u>
Regular	The 9 th workday before payday, in which payment action occurs, by 4:00 p.m.
Hourly	The 7 th workday before payday, in which payment action occurs, by 12 noon.
Fringe	The 7 th workday before payday, in which payment action occurs, by 12 noon.
Supplemental	The 7 th workday before payday, in which payment action occurs, by 12 noon. Supplemental payrolls submitted <u>after this deadline must have prior approval from the Central Payroll Supervisor.</u> (This procedure is to ensure that all payroll change schedules are properly recorded and submitted to Data Entry in a timely manner.) In all cases, an "approved" personnel action must be on file in HRMS in order for DAGS Central Payroll to perform its audit.

NOV 08 2001

Heads of Departments
Memo 2001-28
Page 2

The "Turnaround Payroll Change Schedules" will be released to departments and agencies on the 4th workday before the payday of the prior pay period. If you wish to arrange for special pickup of the "Turnaround Payroll Change Schedules", please contact the Clerical Section Supervisor, at 586-0650.


WAYNE H. KIMURA
State Comptroller

Attachment

PAYROLL CHANGE SCHEDULE DUE DATES FOR CALENDAR YEAR 2002

PAY PERIOD ENDING	ACTUAL PAY DATE	REGULAR PCS DUE 4:00 PM	*ALTERNATE TIME FOR PCS	HOURLY/ FRINGE PCS DUE 12 NOON
12/31/01	01/04/02	12/20/01		12/24/01
01/15/02	01/18/02	01/07/02		01/09/02
01/31/02	02/05/02	01/23/02		01/25/02
02/15/02	02/20/02	02/06/02		02/08/02
02/28/02	03/05/02	02/20/02		02/22/02
03/15/02	03/20/02	03/07/02		03/11/02
03/31/02	04/05/02	03/21/02		03/25/02
04/15/02	04/19/02	04/08/02		04/10/02
04/30/02	05/03/02	04/22/02		04/24/02
05/15/02	05/20/02	05/07/02		05/09/02
05/31/02	06/05/02	05/22/02		05/24/02
06/15/02	06/20/02	06/06/02		06/10/02
06/30/02	07/05/02	06/21/02		06/25/02
07/15/02	07/19/02	07/08/02		07/10/02
07/31/02	08/05/02	07/23/02		07/25/02
08/15/02	08/20/02	08/06/02		08/08/02
08/31/02	09/05/02	08/22/02		08/26/02
09/15/02	09/20/02	09/09/02		09/11/02
09/30/02	10/04/02	09/23/02		09/25/02
10/15/02	10/18/02	10/07/02		10/09/02
10/31/02	11/04/02	10/22/02		10/24/02
11/15/02	11/20/02	11/06/02		11/08/02
11/30/02	12/05/02	11/21/02		11/25/02
12/15/02	12/20/02	12/09/02		12/11/02